



CBMS

Regional Construction User Guide

Administrative User Guide

REGIONAL CONSTRUCTION USER GUIDE

Administrative User Guide

Rewind Consulting Inc

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Introduction

This guide details how a Regional Construction user can access and use the CBMS system. There are many functions that can be carried out by a Regional Construction user. They are laid out here in an easy-to-use, step-by-step fashion.

For MTO Regional contracts in their own region, Regional Construction users will be able to provide input on the contract performance of the winning contractor. This is done by viewing and editing Contract Performance Rating (CPR) documents. Regional Construction users will also be able to view Contract Tender Form (CTF), Contract Attachment, Non-Qualified Tender Registration (NQTRF), Qualified Tender Registration (TRF), Extension of Time, Deferral, Cancellation, Non-Qualified Contractor Registration (NQCRF), Qualified Contractor Registration (CRF), and Bid Enquiry documents.

The first step to using the CBMS system effectively is learning how to access the Intranet interface and navigate the forms, views, and actions. This is explained in the Getting Started section of this document.

Once you have accessed the CBMS application and are ready to perform a task, refer to the table of contents and look for the name of the document. Underneath the document or report will be a list of actions that can be performed. Proceed to the correct page and follow the step-by-step instructions to complete your job. If you find that you have followed the step-by-step instructions and are having problems achieving the desired outcome, be sure to look over the “Conditions Required” Section at the top of Step 1. If you still find that you require assistance please feel free to contact the RAQS Help Desk.



Getting Started

The following Chapter will lead you through accessing and navigating the CBMS application as a Regional Construction user.

Logging In

Each Regional Construction user will receive a username and password to access the CBMS application. Once these have been obtained, the login screen for the application is accessed by opening Internet Explorer and entering the following URL in the address bar: <http://mtoln02/regionallologin>. This opens the Regional Intranet Login screen:

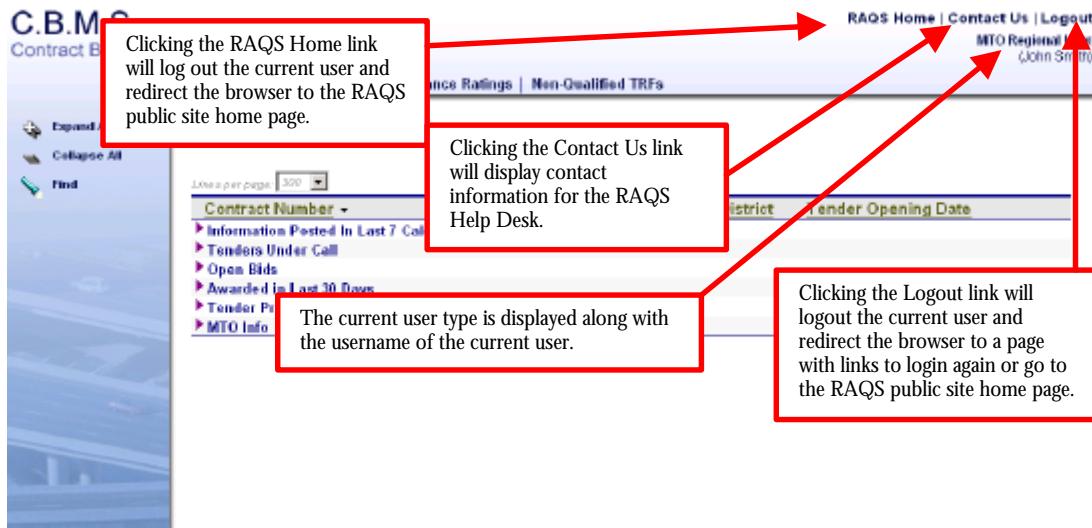
Enter a username and password (passwords are case-sensitive) and click the Login button (or press the Enter key) to login. If repeated login attempts are unsuccessful, the RAQS Help Desk should be contacted for further information.

After a successful login, the CBMS interface is opened:

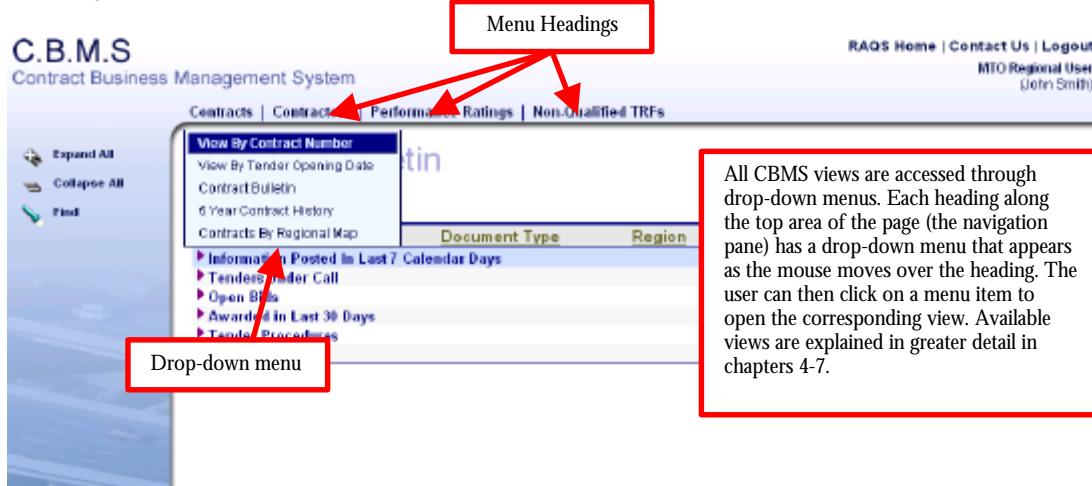
Navigating CBMS

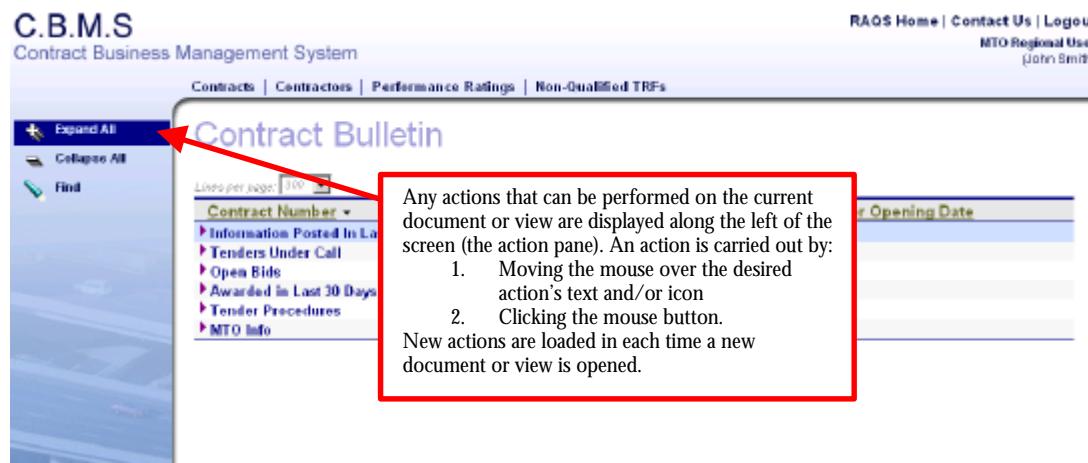
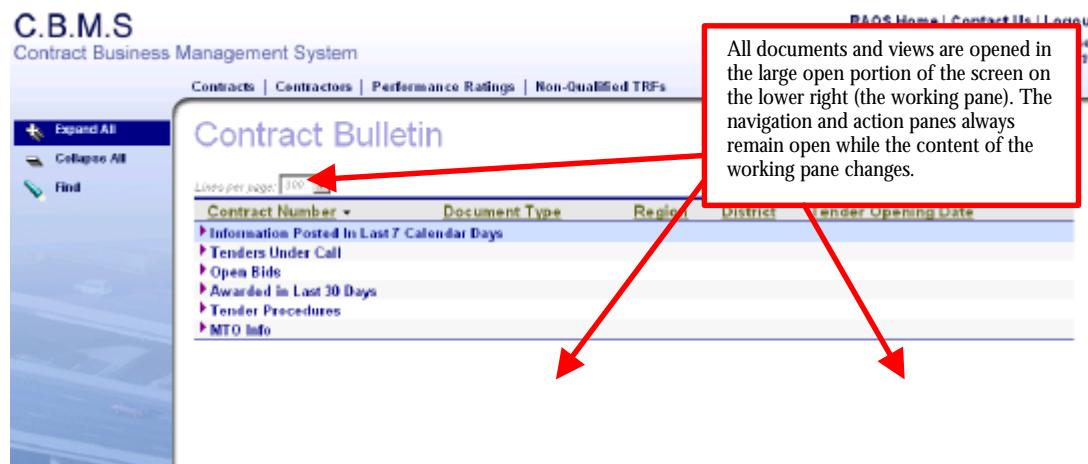
The different parts of the interface are as follows:

Static Links and Information



Accessing Views

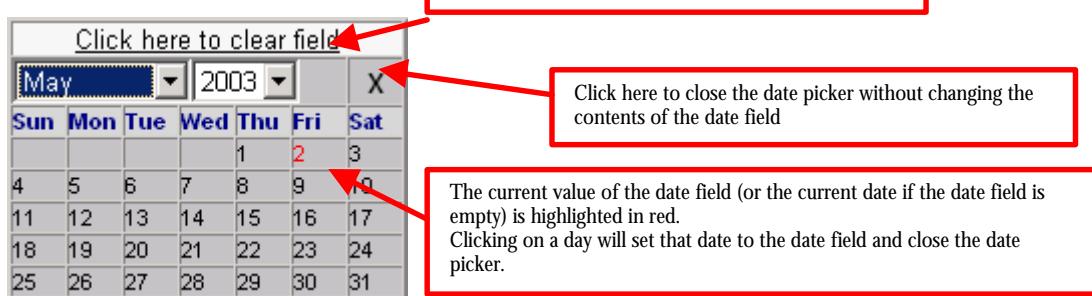


Action Buttons*Viewing Documents and Views*

When accessing CBMS for the first time, the user should try navigating the different links and menu items to get a feel for how the interface works.

Extra Information – Date Picker

For all editable date fields in the CBMS application, after the cursor is placed into the field (via the mouse or Tab key) a Date Picker appears over top of the field to facilitate easy data entry.

*Extra Information – Using Views***1. Opening Documents**

To open a document from a view, move the mouse over the document until the row becomes highlighted:

Contract Number	Document Type	Region	District	Tender Opening Date
▼ Information Posted In Last 7 Calendar Days				
2000-1313	MTO Contract	Central	Not Applicable	13-May-2003 12:00:00 PM
2003-1111	MTO Contract	Eastern	District 41 Kingston	01-May-2003 01:00:00 PM
2003-1111	Extension Of Time	Eastern	District 41 Kingston District 42 Ottawa	02-May-2003 01:57:00 PM

Use a single click of the mouse to open the document.

2. Using Categories

When any categorized view is open, the Expand All and Collapse All actions will be available in the action pane:



Expand All opens all categories and subcategories within the view.

Collapse All closes all categories and subcategories within the view.

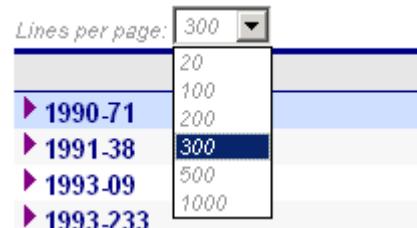
To open or close a single category, move the mouse over the category row until the row is highlighted:

▼ 1990-71
▶ Contract Tender Form
▶ Contract Attachments
▶ Tender Registration Forms
▶ 1991-38
▶ 1993-09
▶ 1993-233
▶ 1993-97
▶ 1998-20
▶ 2000-0012
▶ 2000-1313

Use a single click of the mouse to toggle the category between open and closed.

3. Using Lines per page

The “Lines per page” drop-down at the top of every view determines how many rows of the current view should be shown at once (default is 300).



This can be very useful when navigating views with a large number of documents. Selecting a new value for Lines per page refreshes the view. If there is more than one page in the view (example: 600 total lines in a view with 300 Lines per page selected equals 2 pages, 1-300 and 301-600), a page navigator will appear next to the “Lines per page” drop down:



Clicking on a page number opens that page (example: clicking on 2 starts the view at the twenty-first row).

The page number that is not clickable indicates the current page.

Clicking on “next>>” opens the next page (if available).

Clicking on “<<prev” opens the previous page (if available).

4. Using the Find action

The Find action is available for all views. It searches the first non-categorized column in the view for the text that you specify and highlights the document that is the closest match (if no match is found, no document is highlighted). It is important to note that only the rows on the current page of the view are searched. To search more pages at once, select a higher number of Lines per page.



Contract Performance Rating

The following Chapter describes the CPR Form and all associated actions that can be performed.

Contract Performance Rating (CPR) documents are used in CBMS to keep an accurate rating of the quality of work done by qualified contractors. Once a contract is awarded to a qualified contractor, the system automatically creates a CPR for that contract/contractor. If the tender owner of the contract was MTO Regional, Regional Construction users in the same region as the contract are then able to edit the CPR. Once a CPR is finalized, the document is no longer editable.

Editing a CPR

Conditions Required

1. The Date Rating Imposed, Date Contractor Accepted, Regional Review of Appeal Date Contractor Accepted, and Date of Qualification Committee Decision fields must all be empty. (Otherwise, the document is considered “Finalized” and is non-editable)

Step One:

C.B.M.S
Contract Business Management System

RAQS Home | Contact Us | Logout
MTO Regional User
(John Smith)

Contracts | Contractors | Performance Ratings | Non-Qualified TRFs

CPR by Company Name

Contract No	Date Imposed	Performance Rating
▼ Burger King - 50-10020-00 2003-0600	not yet imposed	0
▼ Wendy's - 50-10098-00		

Navigation Note: Navigate to the CPR By Company Name or CPR By Assigned ID view (both under the Performance Ratings menu), locate the desired document, and click to open.

Step Two:

C.B.M.S
Contract Business Management System

RAGS Home | Contact Us | Logout
MTO Regional User
John Smith

[Contracts](#) | [Contractors](#) | [Performance Ratings](#) | [Non-Qualified TRFs](#)

[Clear](#) [Edit](#) 

Performance Rating

Status: In Progress, click Edit to update rating

Contract Details			
Contract:	2003-0600	Tender Owner:	MTO Regional
Bid Type:	Joint	Region:	Central
District:	Burlington Area Office		

Award Details			
Contractor:	50-10000-00 [Burger King]	Date Rating Completed:	King]
Joint Bid %:	40%		
Award Date:	05/31/2003		
Joint Bidders:			
Date Contract Completed:			
Date Rating Imposed:			

Basic Performance Index			
Date Contractor Accepted:		Date ContractorAppealed:	

With the document now open in read mode, click the Edit action to place it in edit mode.

Step Three – Contract Details:

This section is read only.

Status: This field displays the status of the current document in grey. This can either be “In Progress” or “Finalized”.

Contract: This is the number of the contract that this document was created for.

Tender Owner: This is the Tender Owner of the contract that this document was created for.

Bid Type: This is the type of bid (from the TRF or NQTRF) that was used by the winning contractor.

Region: This is the Region of the contract that this document was created for.

District: This is the District of the contract that this document was created for.

Status: In Progress, click Edit to update rating

Contract Details			
Contract:	2003-0600	Tender Owner:	MTO Regional
Bid Type:	Joint	Region:	Central
District:	Burlington Area Office		

Step Four – Contract Description:

Contractor: This field contains the name and assigned ID of the company that this rating is for. This field is read only.

Total Award Amount: This field contains the Total Adjusted Tender of the winning bid for the related contract. This field is read only.

Joint Bid %: For joint bids, this indicates the percentage of the bid that was supplied by this contractor. For other bids, this is 100%. This field is read only.

This Bidder Award Amount: This indicates the amount awarded to this contractor (Total Award Amount multiplied by Joint Bid %). This field is read only.

Award Date: This is the date that the contract was awarded. This field is read only.

Rating Applies To: This is the name and assigned ID of the company that this rating is for. This field may differ from the Contractor field if the company had different names on their TRF and CRF. This field is read only.

Joint Bidders: This field is only visible if the winning contractor used a joint bid for this contract. This contains a list of the names and assigned IDs of all joint bidders. This field is read only.

Date Contract Completed: This is the date that the contract was finished. This field is read only.

Date Rating Compiled: This is the date that the ratings for this document were compiled. This field is required if the Date Rating Imposed field is filled in.

Date Rating Imposed: This is the date that the ratings on this document were imposed. If filled in, this date cannot be earlier than the Date Rating Compiled field. If this field is filled in, this rating document will be set to "Finalized" and become non-editable.

Award Details	
Contractor:	50-10000-00 [Wendys]
Joint Bid %	60%
Award Date:	05/16/2003
Joint Bidders:	50-10000-00 [Wendys] 50-10000-00 [Burger King]
Date Contract Completed:	<input type="text"/>
Date Rating Imposed:	<input type="text"/>
Date Rating Compiled:	<input type="text"/>

If the document is complete, fill in the Date Rating Imposed and Date Rating Compiled fields.

Step Five – Basic Performance Index:

Date Contractor Accepted: This field is the date that the contractor accepted the original ratings. This should only be filled in when the contractor accepts the original rating. If this field is filled in, this document is "Finalized" and becomes non-editable. If the Date ContractorAppealed field is filled in, the value of this field is deleted and the field is no longer visible.

Date ContractorAppealed: This field is the date that the contractor appealed the original rating. If this field is filled in, the Date Contractor Accepted field is no longer visible, the Regional Review of Appeal section becomes visible, and the Regional Review Rating column of the Ratings section becomes visible.

Basic Performance Index	
Date Contractor Accepted:	<input type="text"/>
Date ContractorAppealed:	<input type="text"/>

If the contractor has accepted the original rating, the Date Contractor Accepted field can be filled in. If the contractor has appealed the original rating, the Date ContractorAppealed field should be filled in.

Step Six – Regional Review of Appeal:

Date Contractor Accepted: This field is the date that the contractor accepted the regional review ratings. This should only be filled in when the contractor accepts the regional review rating. If this field is filled in, this document is "Finalized" and becomes non-editable. If the Date ContractorAppealed field is filled in, the value of this field is deleted and the field is no longer visible.

Date ContractorAppealed: This field is the date that the contractor appealed the regional review rating. If this field is filled in, the Date Contractor Accepted field is no longer visible, the Date of Qualification Committee Decision field becomes visible, and the QC Review Rating column of the Ratings section becomes visible.

Date of Qualification Committee Decision: This field is the date of the final rating done by the Qualifications Office. This field is read only and only visible when the initial rating and the regional review rating have both been appealed by the contractor.

Regional Review of Appeal:	
Date Contractor Accepted:	<input type="text"/>
Date of Qualification Committee Decision:	<input type="text"/>
<p>If the contractor has accepted the regional review rating, the Date Contractor Accepted field can be filled in. If the contractor has appealed the regional review rating, the Date ContractorAppealed field should be filled in.</p>	

Step Seven - Ratings:

Original Rating Column: This is composed of the Original Quality, Safety, Timeliness, and Contract Execution ratings for this contractor. The number entered for each rating must be in the specified range. The total rating is automatically computed at the bottom of the column as the Contract Performance Rating.

Regional Review Rating Column: This is composed of the Regional Review Quality, Safety, Timeliness, and Contract Execution ratings for this contractor. The number entered for each rating must be in the specified range. The total rating is automatically computed at the bottom of the column as the Contract Performance Rating. This column is only visible if the contractor has appealed the original rating.

QC Review Rating Column: This is composed of the QC Review Quality, Safety, Timeliness, and Contract Execution ratings for this contractor. The total rating is shown at the bottom of the column as the Contract Performance Rating. This column is only visible if the contractor has appealed the regional review rating. The fields in this column are read only.

Ratings	Original Rating	Regional Review Rating	QC Review Rating
Quality (0-80):	0.00	0.00	
Safety (0-15):	0.00	0.00	
Timeliness (0-15):	0.00	0.00	
Contract Execution (0-10):	0.00	0.00	
Contract Performance Rating:	0.00	0.00	
Enter the ratings as desired.			

Step Eight – Comments:

The Comments field can be used to add general comments to this document.

Comments:
Enter any comments as desired.

Step Nine:**C.B.M.S**

Contract Business Management System

[RAQS Home](#) | [Contact Us](#) | [Logout](#)MTO Regional User
(John Smith)[Contracts](#) | [Contractors](#) | [Performance Ratings](#) | [Non-Qualified TRFs](#)

Basic Performance Index

Date Contractor Accepted: 06/14/2003

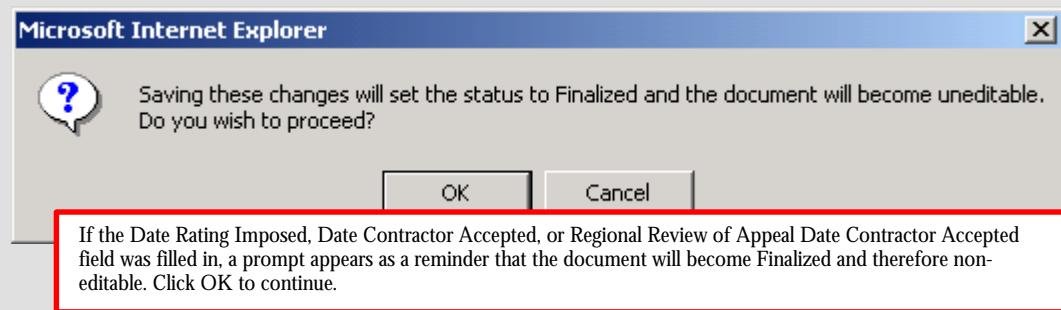
Regional Review of Appeal Date Contractor Accepted: 06/08/2003

Date of Qualification Committee Decision:

Ratings

	Original Rating	Regional Review Rating	QC Review Rating
Quality (0-60):	0.00	0.00	
Safety (0-15):	0.00	0.00	
Timeliness (0-15):	0.00	0.00	
Contract Execution (0-10):	0.00	0.00	
Contract Performance Rating:	0.00	0.00	

Comments:

Step Ten:**Result:**

The document is saved and the last view is re-opened.



Contract Attachments

The following Chapter describes how to view/download contract attachments.

Major Capital contracts can have contract attachments created for them (ex: Plan Book, Tender Document, etc). Contractors can then purchase these attachments through the secure CBMS site.

However, regional users (Construction or Tender) can download these attachments automatically through the Regional interface. Contract Attachments can only be viewed from the Contracts By Number view. They are categorized under the number of their related contract.

ICON	KEY
A small icon of a document with a paperclip.	Contract Attachment

Downloading/Viewing Contract Attachments

Conditions Required

There are no conditions required to perform this action.

Step One:

C.B.M.S

Contract Business Management System

RAQS Home | Contact Us | Logout

MTO Regional User
John Smith

Contracts | Contractors | Performance Ratings | Non-Qualified TRFs

Contracts By Number

Lines per page: 300

1990-71

1991-38

Contract Tender Form

Contract Attachments

Excel Itemized List Version 1

Tender Document Version

Source Aggregate List Version

1993-09

1994-222

Navigation instructions: Navigate to the Contracts By Number view and locate the contract attachment document under the Contract Attachments category of the desired contract. Click to open.

Result:

The contract attachment form contains the following fields from the related contract: Contract Number, Tender Owner, Tender Opening, Region, District, Highway, Length, Location, and Description.

The Attachment field contains a link to download the attached document.

C.B.M.S

Contract Business Management System

RAQS Home | Contact Us | Logout

MTO Regional User
John Smith

Contracts | Contractors | Performance Ratings | Non-Qualified TRFs

NOTICE TO CONTRACTORS: Addendum 1

Details

There has been an addendum to the following contract:

Contract:	2008-1111
Attachment:	Click Here
Tender Owner:	MTO Capital
Tender Opening:	09-May-2008 at 01:57:00 PM
Region:	Eastern
District:	District 41 Kingston, District 42 Ottawa
Highway:	
Length:	
Location:	TEST
Description:	TEST
Comments:	Addendum

The attached document can be downloaded and/or viewed by right clicking on the link and selecting "Save Target As..." or "Open in New Window"



Contracts Views

The following Chapter describes all of the views contained under the Contracts menu heading.

Contracts By Number



► WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- All Contracts (CTF)
- All Contract Attachments
- All Non-Qualified Tender Registrations (NQTRF)
- All Qualified Tender Registrations (TRF)
- Complete Bid Enquiries

► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Contracts – View By Contract Number.

[Contracts](#) | [Contractors](#) | [Performance Ratings](#) | [Non-Qualified TRFs](#)



► HOW IS THE VIEW SORTED?

The view is sorted ascending and categorized by contract number. Within each contract, documents are categorized by type: Contract Tender Form, Contract Attachments, Tender Registration Forms, or Bid Enquiries.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?

The following actions can be performed while this view is open:

- Expand All
- Collapse All
- Find

View By Tender Opening Date

Description	Tender Deposit Received	Submission/Acceptance Date
29 May 2003		
2003-0500		
Contract Contract: 2003-0500- NonQualified		
NQTRF The Keg		5-May-2003
TRF Wendys		5-May-2003
2003-0501		

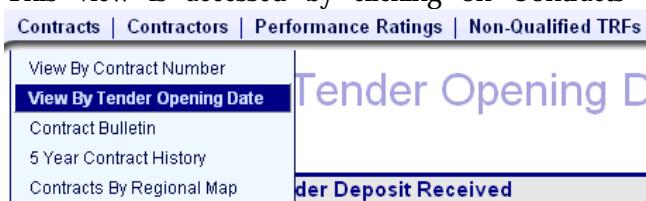
► WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- All Contracts (CTF)
- All Non-Qualified Tender Registrations (NQTRF)
- All Qualified Tender Registrations (TRF)

► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Contracts – View By Tender Opening Date:



► HOW IS THE VIEW SORTED?

The view is sorted descending and categorized by Tender Opening Date. Within each date, documents are categorized by Contract Number.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?
The following actions can be performed while this view is open:

- Expand All
- Collapse All
- Find

Contract Bulletin

Print page [300]

Contract Number	Document Type	Region	District	Tender Opening Date
▼ Information Posted in Last 7 Calendar Days				
1993-08	MTO Contract	Central	Burlington Area Office	30-May-2003 05:00:00 PM
► Tenders Under Call				
► Open Bids				
► Awarded in Last 30 Days				
► Tender Procedures				
► MTO Info				

► WHAT DOES THE VIEW CONTAIN?
This view contains the following types of documents:

- Active, Advertised Contracts (CTF)
- Contract Attachments of type Addendum
- All Extension of Time/Deferrals
- Approved Contract Bulletin Articles
- All Cancellation Documents

► WHERE IS THE VIEW LOCATED?
This view is accessed by clicking on Contracts – Contract Bulletin:



► HOW IS THE VIEW SORTED?
Documents are categorized into one of the following Contract Bulletin categories: Information Posted in the Last 7 Days, Tenders Under Call, Open Bids, Awarded in Last 30 Days, or Article Type (this could be one or more user specified categories). Within each category, documents are sorted ascending by Contract Number.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?
The following actions can be performed while this view is open:

- Click on any column header to sort by that column (ascending)
- Expand All
- Collapse All
- Find

5 Year Contract History View

Lines per page: 300

Tender Owner	Contract Number	Tender Opening Date	Status
▼ MT0 Capital ► Central ▼ Eastern	1991-38	23-Apr-2009 02:47:00 PM	Awarded in Last 30 Days

► WHAT DOES THE VIEW CONTAIN?
This view contains the following types of documents:

- All Contracts (CTF) tendered in the last 5 years

► WHERE IS THE VIEW LOCATED?
This view is accessed by clicking on Contracts – 5 Year Contract History View:



► HOW IS THE VIEW SORTED?
Documents are categorized first by tender owner, then region. Within each region, documents are sorted ascending by Contract Number.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?
The following actions can be performed while this view is open:

- Expand All
- Collapse All
- Find

Contracts By Regional Map



Central	
Tender Opening Date	Contract Number
15-May-2003 03:00:00 PM	2222-4444
23-May-2003 01:00:00 PM	2003-1649
23-May-2003 02:30:00 PM	2003-doug
24-May-2003 02:29:00 PM	2222-1111
29-May-2003 12:00:00 PM	2003-0600
30-May-2003 05:00:00 PM	1993-08
31-May-2003 01:41:00 PM	2003-0059
03-Jun-2003 02:03:00 PM	2003-0605

[Central](#)[Eastern](#)[Northwestern](#)[Southwestern](#)[Northeastern](#)

► WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- Contracts (CTF) that are: from the currently specified region (default is Central) and currently in the Tenders Under Call category of the Contract Bulletin.

► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Contracts – Contracts By Regional Map:

[Contracts](#) | [Contractors](#) | [Performance Ratings](#) | [Non-Qualified TRFs](#)

View By Contract Number
View By Tender Opening Date
Contract Bulletin
5 Year Contract History
Contracts By Regional Map

Regional Map

Central

► HOW IS THE VIEW SORTED?

The view is sorted ascending by Tender Opening Date.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?

The following actions can be performed while this view is open:

- Click on any region on the map to view contracts from that region



Contractors Views

The following Chapter describes all of the views contained under the Contractors menu heading

View By Company Name

Company Name	Assigned ID	Contact Info
Burger King	50-10000-00	ID: Burger King Burger, Ontario, Canada 815-181 Phone: (222) 222-2222 Fax: (222) 222-2222 Web: burger@king.com
Dairy Queen	50-10060-00	ID: Day Queen Dairy Queen, Ontario, Canada DID: 101 Phone: (111) 111-1111 Fax: (111) 111-1111 Web: dairy@queen.ca

► WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- All Non-Qualified Contractor Registrations (NQCRF)
- All Qualified Contractor Registrations (CRF) that have expired in the last year or are approved

► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Contractors – View By Company Name:

[Contracts](#) | [Contractors](#) | [Performance Ratings](#) | [Non-Qualified TRFs](#)

Contractors View By Company Name View By Company Name

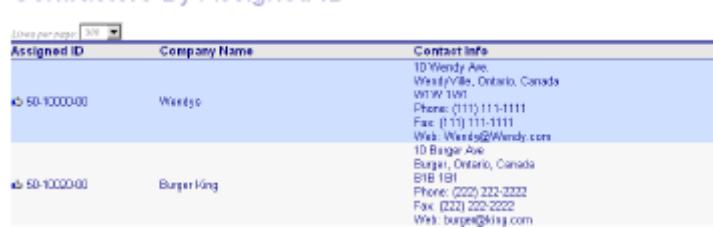
► HOW IS THE VIEW SORTED?

The view is sorted ascending by Company Name.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?
The following actions can be performed while this view is open:

- Find

View By Assigned Id



Assigned ID	Company Name	Contact Info
SD-10000400	Wendy's	10 Wendy Ave. Wendyville, Ontario, Canada N9W 1B1 Phone: (111) 111-1111 Fax: (111) 111-1111 Web: Wendy@Wendy.com
SD-10000400	Burger King	10 Burger Ave. Burger, Ontario, Canada B1B 1B1 Phone: (222) 222-2222 Fax: (222) 222-2222 Web: burger@king.com

► WHAT DOES THE VIEW CONTAIN?
This view contains the following types of documents:

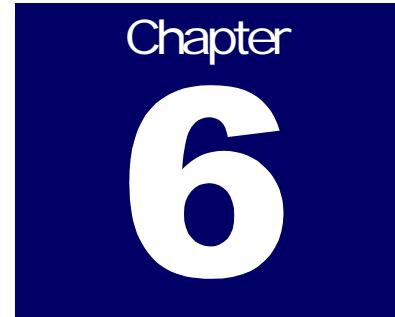
- All Non-Qualified Contractor Registrations (NQCRF)
- All Qualified Contractor Registrations (CRF) that have expired in the last year or are approved

► WHERE IS THE VIEW LOCATED?
This view is accessed by clicking on Contractors – View By Assigned ID:


► HOW IS THE VIEW SORTED?
The view is sorted ascending by Assigned ID.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?
The following actions can be performed while this view is open:

- Find



Performance Ratings Views

The following Chapter describes all of the views contained under the Performance Ratings menu heading.

View By Company Name

Contract No	Date Imposed	Performance Rating
▼ Burger King - 50-10020-00 2003-0900	<not yet imposed>	0
▶ Burger King - 50-10020-00		
▶ Wendy's - 50-90000-00		
▶ Wendy's - 50-10000-00		

► WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- All Performance Rating (CPR) documents where the related contract is from the same region as the current Regional Construction User and the tender owner is MTO Regional

► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Performance Ratings – View By Company Name:

[Contracts](#) | [Contractors](#) | [Performance Ratings](#) | [Non-Qualified TRFs](#)

CPR by Co



► HOW IS THE VIEW SORTED?

The view is categorized and sorted ascending by Company Name.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW ?
 The following actions can be performed while this view is open:

- Expand All
- Collapse All
- Find

View By Assigned ID

Copies per page: 300

Contract No	Date imposed	Performance Rating
▼ 50-10000-00 - Wendy's 2003-0600	<not yet imposed>	0
► 50-10000-00 - Wendy's		
► 50-10020-00 - Burger King		
► 50-10020-00 - Burger King		

► WHAT DOES THE VIEW CONTAIN ?
 This view contains the following types of documents:

- All Performance Rating (CPR) documents where the related contract is from the same region as the current Regional Construction User and the tender owner is MTO Regional

► WHERE IS THE VIEW LOCATED ?
 This view is accessed by clicking on Performance Ratings – View By Assigned ID:



► HOW IS THE VIEW SORTED ?
 The view is categorized and sorted ascending by Assigned ID.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW ?
 The following actions can be performed while this view is open:

- Expand All
- Collapse All
- Find

View Under Appeal

Contract No	Performance Rating	DateAppealed to Region	DateAppealed to Qualifications Committee
Burger King - 50-10020-00	0	14-May-2003	

► WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- All Performance Rating (CPR) documents where:
 - The related contract is from the same region as the current Regional Construction User
 - The tender owner is MTO Regional
 - The rating is under appeal

► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Performance Ratings – View Under Appeal:



► HOW IS THE VIEW SORTED?

The view is categorized and sorted ascending by Company Name.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?

The following actions can be performed while this view is open:

- Expand All
- Collapse All
- Find



Non-Qualified TRFs Views

The following Chapter describes all of the views contained under the Non-Qualified TRFs menu heading.

View By Company Name

Contract No	Status
▼ Graham's Consulting - 70.88082.00 2004-02022	Approved
2000-1313	Approved

► WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- Non-Archived Non-Qualified Tender Registrations (NQTRF). (TRF and NQTRF documents are currently archived two weeks after the related contract's tender opening)

► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Non-Qualified TRFs – View By Company Name:

[Contracts](#) | [Contractors](#) | [Performance Ratings](#) | [Non-Qualified TRFs](#)

NQTRF By Company

[View By Company Name](#)

[View By Contract Number](#)

[View Archived](#)

► HOW IS THE VIEW SORTED?

The view is categorized and sorted ascending by Company Name.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW ?
 The following actions can be performed while this view is open:

- Expand All
- Collapse All
- Find

View By Contract Number

Company Name	Status	Submission Date	Tender Owner
▼ 1990-71 The Key	Submitted	24-Apr-2003 02:29:36 PM	MTD Capital
► 2900-1313			

► WHAT DOES THE VIEW CONTAIN ?
 This view contains the following types of documents:

- Non-Archived Non-Qualified Tender Registrations (NQTRF). (TRF and NQTRF documents are currently archived two weeks after the related contract's tender opening)

► WHERE IS THE VIEW LOCATED ?
 This view is accessed by clicking on Non-Qualified TRFs – View By Contract Number:



► HOW IS THE VIEW SORTED ?
 The view is categorized and sorted ascending by Contract Number.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW ?
 The following actions can be performed while this view is open:

- Expand All
- Collapse All
- Find

View Archived

Company Name	Status	Submission Date	Tender Owner
▼ 1990-71 The Keg	Submitted	24-Apr-2009 02:29:36 PM	MTO Capital
► 2000-1313			

► WHAT DOES THE VIEW CONTAIN?

This view contains the following types of documents:

- Archived Non-Qualified Tender Registrations (NQTRF). (TRF and NQTRF documents are currently archived two weeks after the related contract's tender opening)

► WHERE IS THE VIEW LOCATED?

This view is accessed by clicking on Non-Qualified TRFs – Archived:

Contracts | Contractors | Performance Ratings | Non-Qualified TRFs

Archived TRFs

View By Company Name
View By Contract Number
View Archived

► HOW IS THE VIEW SORTED?

The view is categorized and sorted ascending by Contract Number.

► WHAT ACTIONS ARE AVAILABLE FROM THE VIEW?

The following actions can be performed while this view is open:

- Expand All
- Collapse All
- Find

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